



Employment Opportunity

Donor Relations Officer

The Kalamazoo Community Foundation was founded in 1925 with a gift from W.E. Upjohn, who had a vision for a better community. Today our vision is for a community where every person can reach full potential.

We have an opportunity to join our dynamic and dedicated team.

The opportunity:

Our Donor Relations Team needs a resourceful relationship builder to promote charitable giving with an emphasis on unrestricted giving. The Donor Relations Officer will develop new funds, encourage additional gifts and promote a wide variety of deferred giving opportunities. Use your marketing and strategic fund development skills to formulate new ideas that help the Community Foundation achieve our mission.

What you'll do:

- Cultivate, build and support relationships with primary contacts, prospects and professional advisors
- Formulate and execute new marketing strategies in the areas of fund development, donor development and donor education
- Provide top notch customer service and stewardship of donors and potential donors
- Partner with the Community Investment and Marketing Communications team to craft stories of impact to share with donors and potential donors.

We are looking for a self-starter with:

- A strong individual network of community relationships
- A passion for excellent customer service
- A dedication to helping others accomplish their charitable goals
- A broad and diverse knowledge of community issues and demographics
- A belief in the value that diversity, equity and inclusion brings to the workplace
- A commitment to excellence and experience in continuous improvement techniques

What qualifications you need:

- Bachelor's Degree or equivalent work experience
- At least five years of progressively more responsible philanthropic experience
- Excellent interpersonal, organizational, time management, leadership and development skills
- Creativity and initiative

- Ability to gain the confidence and respect of donors and professional advisors as well as community foundation colleagues
- Ability to work effectively one-on-one as well as make effective formal presentations to large groups
- Ability to thrive in a fast paced, open and collaborative environment
- A love of Kalamazoo County and a strong desire to make life better for all

What we offer:

- A competitive salary and benefits package
- A team-oriented, performance excellence culture;
- Opportunities to grow and advance;
- Really cool office space;
- One of the 101 Best and Brightest West Michigan companies to work for

How to apply:

All applications are only accepted through our website:

www: <http://www.kalfound.org/About/Careers/tabid/267/Default.aspx>

If you do not have access to a computer here are some resources:

Michigan Works
1601 S. Burdick Street
Kalamazoo, MI 49001
269-383-2536

Kalamazoo Public Library
315 Rose Street
Kalamazoo, MI 49007
269-553-7800

We also have a computer for your use.